

WORKING PAPER

6 November 1978

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CENTRAL INTELLIGENCE AGENCY  
National Foreign Assessment Center  
Office of Imagery Analysis

PRODUCTION GROUP

Significant Items, Week of 30 October-3 November 1978

1. Two hard-copy reports, Chinese Petroleum Refining Industry: Developments During 1976 and 1977 and Missile Flight Test Range, Anhung, Republic of Korea, were printed and distributed this week.

2. The editors are now responsible for handling the NID items. After they pass the items to the appropriate division, they will assume that the division will handle the projects from there. If, however, problems arise, the editors should be notified so that they can alert the front office.

3. [ ] are now located in Room 3N169, the old MSD/CSB area.

4. NPIC Logistics has implemented new film destruction procedures. They are as follows: the boxes now used for receiving film can no longer be used for packing film for destruction. NPIC has found out that a larger box could best utilize the limited transporting space. Therefore, a box that will hold [ ] is now being used. Info Control can order the large boxes from NPIC Logistic personnel.

5. The teletype system for ordering NPIC film file copies has been discontinued because of its inefficiency.

6. National Intelligence Topics Codes for NFAC Production Monitoring System. PB received a package from the Publications and Presentations Group containing computer listings of OIA hard copy reports completed since 1 July 1978 and those reports scheduled to be completed by December 1978. Also included were five copies of the code book manual which displays National Intelligence Topics of Basic Long-Term Interest and of Current Interest, as issued by the DCI for the Policy Review Committee. These codes, when entered with intelligence project data, will permit computerized recall of project listings sorted by the National Intelligence Topics that the project addresses. The memo explaining the procedures along with a copy of the code book manual was given to the Front Office to alert them of the new procedure.

7. New Requirements. PB has processed 25 new requirements in October 1978 compared to 27 requirements for October 1977.

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8. Starting Monday, November 6th, work being reproduced by [ ] should come through the Chief, Graphics Branch [ ] first. This shouldn't mean any hold up in work and should not affect timeliness. A need has been expressed to find ways to better utilize this in-house photo capability. It may be possible, for instance, that [ ] could handle some of the firm due date projects presently being levied on the NPIC photo lab.

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9. [ ] Records Maintenance Officer for OIA, attended an RMO meeting at Headquarters on Friday, 3 November. Some highlights from the meeting follows:

- Security is trying to devise a new system for controlling and safeguarding sensitive documents. A probable procedure for this system will be an NFAC security officer and the NFAC RMO visiting each office to go through documents.

- There is a possibility that the moratorium on the destruction of documents could be lifted. If so, each office will be asked to make a listing of which records they would like destroyed first.

- Office-level chrono files on the new NFAC schedule are considered permanent files.

- The NFAC RMO is going to have an NFAC Tasking Force or else have a representative from each Office [ ] to go through all of NFAC's permanent records and make adjustments where needed.

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- Implementation of Executive Order 12065. There will be a handbook published prior to 1 December 1978 which will spell out the new classification procedures. This handbook will state that any document that is classified without any valid reason or without any special markings will be automatically declassified in six years no matter what the classification. There will be a 30-minute film on the classification procedures on 27 Nov 1978 at Headquarters for NFAC. The presentation will also come to [ ] and the [ ] at a later date.

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10. New Record. The Production Branch in their lovely new quarters have obtained the record for murdered fruit flies-- "'55 killed'".

[ ]

Chief, Production Group  
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